



THE NONFICTION CORE APPLICATION PROPOSAL CHECKLIST (V.2022)

Note to funders:

- *Organizations may choose the questions below that are relevant for their specific funding initiative.*
- *We recommend funders offer applicants who are unable to submit a written application an alternative way of applying (i.e. video or audio application). Funders should clearly indicate how an applicant should proceed to request an alternative submission method. We suggest providing an email address and a phone number for this process. I.e Please contact Jane Doe at janedoe@funder.org or 123-456-7890 to initiate your application process.*
- *Not all submission platforms accept # of words to determine length limits, to translate word count to character count, we suggest the following :*
 - *100 words = 650 characters*

APPLICATION CHECKLIST

Logline (up to 50 words)

Please provide a brief summary of the project that captures the most important elements — setting, participants*, central conflict, or concerns.

Topic Summary (up to 500 words)

Explain the relevant cultural, historical, political, or social context for the film. Detail the topics, issues, themes, challenges, stakes, or questions that your project will cover.

Story or Concept Summary (up to 1000 words)

Give an overview of your story, introducing the main participants and potential plot points. Describe the anticipated story and narrative trajectory or potential character arcs for your film. If your project is non-narrative or not character-driven, what is your project's concept, and how is it constructed? Give an overview of the subject matter and your primary questions and ideas to be explored. Please be clear about the elements of your film that remain unknown or unclear and highlight the questions that may steer the direction of your film.

Artistic Approach (up to 500 words)

Describe your creative vision for the finished project. What are the visual and audio elements that will bring your film to life? Explain your intended use of artistic devices or any particular creative

approach that informs the storytelling (e.g., animations, re-creations, transitions).

Connection and Access (up to 250 words)

What is your connection and access to the story (i.e., participants, community, location, archives etc.)? Why are you the best filmmaker(s) to tell this story?

Accountability (up to 250 words)

If relevant, describe your relationship with the participants or community being filmed? What are your processes of accountability, including consent, transparency, feedback, and any other steps being taken to ensure the participants or communities that are featured in your film have agency in the filmmaking process, from pre-production through distribution?

Power and Positionality (up to 250 words)

What is your power and positionality in relation to the story and/or those featured in it? What unique lens, perspective, insights, or bias do you bring to the story – i.e., your values, interests, underlying assumptions, worldview, or motivations?

Creative Control (up to 50 words)

Who has creative control and, if applicable, ownership of the project?

Community Care and Safety (up to 500 words)

What are the guiding values or ethics of your filmmaking practice of care? If relevant, please reflect on any known safety and security concerns throughout the lifecycle of your project — from development through distribution. Tell us how you plan to or have been mitigating any negative impacts or harm (emotional, physical, material, digital, etc.) on the film’s participants, communities, and the filmmaking team.

Filmmaker(s) Statement(s) (up to 500 words per statement)

to be completed by Director(s) and/or Producer(s)

Explain who you are as a filmmaker, and if applicable, how this project is expanding or evolving your creative practice. What does success look like for you as an artist? What are the creative, professional, or holistic barriers and challenges you are facing?

Project Stage and Timeline (up to 500 words)

Explain the current status of the project. Outline the projected production timeline from the project’s current state to the anticipated completion date. Your timeline should detail major project activities, production schedules, and anticipated post-production and release dates. If you have applied to this fund previously, please share how your project has progressed.

COVID-19 Considerations (up to 300 words)

Detail how the COVID-19 pandemic has impacted you and your project. Explain how you plan on moving the project forward with COVID-19 specific limitations and safety practices in place.

Audience Consideration (up to 200 words)

Describe the audience you'd like your film to reach and why. How do you plan to reach your target audience?

Accessibility (up to 500 words)

What are your plans to make your film accessible during production for D/deaf, blind/low vision, disabled, and neurodiverse crew and/or film participants, and also to make your film accessible to D/deaf, blind/low vision, disabled, and neurodiverse audiences? *Please ensure that these accessibility costs (captions, audio descriptions, transcripts) are reflected in the submitted budget.*

Intended Impact (up to 500 words)

Articulate your vision for the influence or impact you hope the film will have on the participants, community, and/or broader society — be these social, cultural, political or otherwise. What is your impact strategy and goals, if you have determined them? If not, what steps are you taking to develop an impact campaign (i.e., how are you building partnerships with organizations or others leading or influencing change around the issues in the film)? Whose interests will your film serve and who will benefit and how — in both its production and distribution phases?

Distribution and Marketing (up to 500 words)

Describe the intended distribution of your film. Specify any plans for festival, theatrical, and/or community screenings, as well as your plans for securing broadcast and/or distribution. How do you envision the relationship between the finished film and the participants and/or community being filmed, if relevant? Who will benefit from the film's release and how?

Key Creative Personnel (approximately 200 words/bio)

Provide brief biographies for the director(s), and if attached, the producer(s), cinematographer, and/or editor. For each key creative team member, include information about relevant expertise and the individual's role in the project. Bullet-list names and titles of any confirmed advisors who are attached.

Financial Information (200 words for each)

Fundraising Strategy

Describe the overall fundraising strategy for the film.

Funding to Date

Include all sources and amounts raised to date. Clearly distinguish between potential sources of funding and secured amounts. List the status of other sources of funding currently under consideration, whether to be applied for or pending.

Example:

Foundation A \$X Secured

Private Investment A \$X Secured

Foundation B \$X Applied

Broadcast License A \$X In Negotiation

Crowdfunding \$X In Process (Campaign end date MM/DD/YY)

Grant Impact

Should you receive a grant, describe how any granted funds would be spent and how the funds would help you move forward with your project.

Comprehensive Line-Item Expense Budget

Please provide a breakdown of your project's projected expenses, from development through release, in U.S. dollars, including a budget total. Provide budget notes for any areas that may be viewed as out of the ordinary or require further explanation.

Visual Samples

Please provide links and passwords for both samples in your written proposal. Links and passwords should be valid for at least six months from the date of your submission.

Director's Prior Work (up to 200 words)

We encourage applicants to include a link to a previous work (any length or genre) by the director. Emerging filmmakers with no previous directing experience may also apply without a previous directing sample.

Discuss the relevance of the work to the current project. If the current project is a departure from the previous work, how will this film differ?

Current Sample/Rough Cut (up to 200 words)

What should reviewers be looking for in your sample? Explain what is present and absent in the sample, and how it will differ as a finished film. Describe how it is representative of the intended story, style, subject, or other aspect of the project. We encourage applicants not to spend extra resources creating a sample for each individual fund. If your current sample is outside of the suggested length requirements, please provide reviewers with the time codes of the portion of the sample that best reflects your intended style and approach (e.g., 3:15-12:15).

- Development applicants are encouraged (but not required) to include visual material such as scene selects, teasers, pitch decks, or other edited footage (up to 15 minutes);
- Production applicants are encouraged to submit a sample between 10 to 20 minutes. The sample should demonstrate your access to characters, visual treatment, and the developing tone and style. We encourage applicants to submit a complete scene that provides the viewer insight into the team's ability to communicate their intention.
- Post-production applications require a sample that demonstrates access to characters, story arc or concept, and visual treatment. If available, a rough cut may be submitted. However, please refer to each organization's maximum length requirements.

*Participants is used throughout this document, but depending on the specifics of your project you may want to refer to your participants as characters/contributors/subjects/protagonists etc.